

Agenda and Minutes for Tuesday September 15th, 2020 for PTO

1. Welcome

Those in attendance: Shannon Douglas, Emily Burke, Lori Layton, Stacy Kain, Kristal Miller, Kelley Keel, Tawni Furr, Lisa and Mike Hardwig, Jamie Shindler, Michelle Walters, Suzanne Shearer

2. Board Members for the 2020/2021 school year

- a. President – Shannon Douglas
- b. VP – Kelly Keel and Emily Burke
- c. Secretary – Suzanne Shearer
- d. Treasurer – Lori Layton
- e. Volunteer Coordinator – Tawni Furr
- f. SPAC – Michelle Walters

3. Confirm Committees:

- a. Fun Run – Suzanne Shearer
- b. Purse Bingo – Jill Skiles – last year and need to think of who will replace
- c. Outdoor Classroom (Phase 2 – the pavilion) – Shannon Douglas
- d. Donation – Angela Mast
- e. Teacher Appreciation -

4. Budget:

- a. Define all costs that PTO will incur this year
 - i. Teacher Fund – Each teacher is allotted money to spend (usually \$100 per year) on their classroom. They submit their receipts to the PTO and are reimbursed for their purchases.
 - ii. Principal Fund – Like the teachers, the principal also has money allotted to her/him each year.
 - iii. Teacher Appreciation options -
 - iv. Scholarships – We give a scholarship each year (sometimes more than 1) to a graduating HHS senior who went to Mountville.

Lori also went over our operating expenses for each year – the above mentioned funds, insurance, tax-exempt status renewal, etc.

Shannon shared about how we can earn money for the PTO by linking grocery cards (Weis, Stauffer's, Giant) (Wegman's?? - Emily will check on this) to MES. There is a hyperlink for parents to sign up for volunteering and linking their store cards. It will be in the 4pm email. Missy will send to teachers so they can send to parents. Once you link your card, you don't have to do it again.

Amazon Smile is also another way that MES can earn money. Instructions for that are on the MES PTO website that can be found through the MES website.

5. Scholastic Book Fairs

- a. Parent / Teacher representation
- b. Budget is \$3044 with \$25 expiring on 9/30

- c. Tentative Dates for 2020/2021
 - i. 10/9 – 10/19 – All virtual
 - ii. March 1st week (not yet confirmed)
 - iii. May 2nd week for BOGO (not yet confirmed)

The question was asked if the Scholastic book fair money is only for classroom teachers (which makes it only about \$115 per teacher – or grade levels can pool their money and spend it together) or if other teachers in the building will have access to that money. The teachers and principal will discuss this and decide.

- d. **Options for Book fair**
 - i. Normal
 - ii. Case and half the book tables
 - iii. Case only
 - iv. Virtual

Our first book fair of the year will be a Virtual Book Fair. We will be creating a hyperlink to send out in the 4pm email and for teachers to send to parents. By ordering through this link, MES receives 25% of the order total in Scholastic Bucks. MES teachers can use this money to buy books, recess activities, etc.

- e. Set up wish lists for Teachers to spend money

6. Teacher Appreciation

- a. Fall Lunch event?
 - i. Food Truck option
 - 1. Teachers pay for food but PTO organizes the truck

The PTO will arrange for the truck and ensure that there is an online option for teachers to pre-order their meal so that it is ready for them at the beginning of their lunch period. The truck must be willing to be at the school by 10:30. It was discussed whether this should be done on an in-service day or a regular school day – it was decided that a regular school day would be best for now since the orders can be spread out over the lunch periods rather than having all teachers trying to get their food and eat in the 1 hour lunch time that is allotted to them on in-service days.

- b. Other suggestions

It was suggested that another way the PTO can support the teachers is to provide a variety of drinks for the refrigerator in the faculty room – soda, juice, tea, water, etc.

7. Events for the Year – Year at a glance

- a. Assemblies
- b. Field Trips
- c. End of Year picnics
- d. VIP Dance
- e. Suggestions for New ideas

As of now, there are no field trips scheduled for this school year, not until at least January. Maybe in the spring, if circumstances allow it. End of year picnics are also in question as of now, but they are still a long way off.

Without funding field trips and assemblies this year, parents might think that the PTO doesn't need any money. But the truth is far from that!! The school still has needs that the PTO would like to meet – playground equipment, phase 2 of the outdoor classroom (pavilion), and tables and benches. And we are still supporting the teachers in various ways.

8. Fun Run Update

- a. How are things looking – update of donations and number of students registering
- b. Any issues with making a donation
- c. Free Gift with early registration – Water Bottles?? Cost

The Fun Run donations are coming in!! All students who are registered by Sept. 15 at midnight will receive a free gift – a reusable water bottle. Emails have gone home to encourage registration and donations. The leaderboard has Mrs. Basom's class in first place with Teams Keel, Meyer and Appleby right behind!

Progress charts have been hung in the cafeteria so that students can see how their class is doing in comparison to the rest of the school.

We will need bottled water for the day of the Fun Run. We will create a sign-up genius to send out to parents to have those bottles donated and to the school by Sept. 28.

9. Volunteering

- a. Educate parents of volunteer needs
- b. How to use the google document – no one has signed up this year yet

The PTO needs lots of volunteers! Sometimes parents can volunteer their time, sometimes it's donations. There is a google document that parents can complete. This will ensure that parents then receive the emails and sign-up genius links for when the PTO needs help with time or items. If you can help, great. If not, that is OK too.

10. How to attend a PTO Meeting

- a. In Person at the school – tonight at the Outdoor classroom
- b. Virtually
 - i. Zoom link
 - ii. Facebook – Messenger Rooms – this is something new that we will be testing out to see how it would work for our needs.

11. Open the floor for Comments

It was asked by a parent – How are kids doing with wearing their masks?

Ms. Kain said that students are doing a pretty good job and are obeying the school mask rule. Ms. Kain said she might create a fun song or video to encourage the students to wear their masks.